

BEAUMONT INDEPENDENT SCHOOL DISTRICT

RESPONSIBILITIES OF FACULTY SPONSORS OF STUDENT GROUPS

Campus Name _____ Student Group _____

The purpose for the collecting or raising and expending of funds by student groups is for the direct benefit of the students. Funds are to be used to finance activities which supplement the educational curriculum of the District. Fundraising activities will contribute to the educational experience of the pupils and will not conflict with the instructional program. Money raised by student groups and organizations are held by the school as trustee. The faculty sponsor of a student club or group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and distributed from club accounts.

I hereby acknowledge that I have read the *BISD Centralized Activity Funds Procedure Manual* and that I am responsible for complying with it. In particular, I acknowledge that:

1. All fundraising activities will be approved in advance by the principal using the Fundraising Approval Form in Eduphoria (SAF-112).
2. I am responsible for both safeguarding and accounting for funds received from and/or on behalf of students.
3. All student activity money will be turned into the **office daily** in the **same form** in which it was received.
4. At the completion of all fundraisers the Fundraising Financial Report in Eduphoria (SAF-114) will be completed and submitted to the principal for approval within 5 days after the fundraiser.
5. All purchases made on behalf of the student organizations will be made by check and approved in advance by the principal by using the SAF Voucher (SAF-104). **Purchases may never be made using non-deposited cash.**
6. I will maintain a positive balance in my organization's account at all times.

I understand that I will be held responsible for the student activity funds entrusted to me which is lost due to carelessness, theft or fraud.

Sponsor's Signature _____ Date _____

Principal's Signature _____ Date _____

BEAUMONT INDEPENDENT SCHOOL DISTRICT
CONFLICT OF INTEREST AGREEMENT
ALL STUDENT ACTIVITY SPONSORS AND EMPLOYEES

1. The sponsor/employee must not accept a cash gratuity of any amount that will result in personal gain while representing Beaumont ISD.

Agree _____ Disagree _____

2. The sponsor/employee must not sell goods or services to students on school campus that will result in personal gain while representing Beaumont ISD

Agree _____ Disagree _____

3. The sponsor/employee cannot be an authorized check signer or hold an office (example: Treasurer, President, Vice President, Secretary, etc) within a PTA, Booster Club, Project Graduation, etc.

Agree _____ Disagree _____

4. Does the sponsor/employee own a business or have an interest in a company that does business with Beaumont ISD including student activity groups?

Yes _____ No _____ If yes, explain _____

5. Does the sponsor/employee have a family member (brother, sister, mother, father, son, grandparents, uncle) work for or have an interest in a vendor or company doing business with Beaumont ISD?

Yes _____ No _____ If yes, explain _____

6. The sponsor/employee must not misuse the District federal tax-exempt status or exemption from sales tax for personal or unauthorized purposes nor disburse funds for any purpose other than authorized budgeted District programs, projects, and activities.

Agree _____ Disagree _____

7. The sponsor/employee must refrain from making slanderous or defamatory comments regarding any individual or organization.

Agree _____ Disagree _____

8. The sponsor/employee must follow the district guidelines for fundraising.

Agree _____ Disagree _____

9. The sponsor/employee must abide by and represent the club's bylaws, the District's policies, positions, procedures and the clubs purpose.

Agree _____ Disagree _____

I certify that the above information is true and correct to the best of my knowledge.

Signature _____ Date _____

NOTE: Failure to complete this form will prevent the employee from being authorized to make any purchases within the Beaumont ISD.

Authorized to participate in procurement process by BISD (Bookkeeper initials): _____

Activity Fund/Sponsor Checklist
Checklist for New and Existing Sponsors

You must agree to comply with district procedures in order to become a club sponsor.
Read and acknowledge with club sponsor initials.

Getting Started:

- Obtain principal's approval to start/take over/continue a club.
- Complete required documentation (SAF-118 Checklist/SAF-113 Responsibilities of Faculty/SAF-116 Conflict of Interest).
- Enroll in and complete E-Course in Eduphoria - Activity Fund Financial Procedures (*current year version*).
- Complete an SAF-126 Club Authorization Form. (*Copies for Sponsor, Bookkeeper, and Activity Funds Office*)
- Obtain a BISD receipt book (use for all money received \$5.00 and over).
- Obtain current and periodic account balances from your bookkeeper.
- Utilize the Centralized Activity Funds Procedures Manual (CAFPM) as a reference guide.
- Section 7 references Sponsor Responsibilities.
- Consult with your bookkeeper with any questions Initial _____

Fundraising and Reporting:

- Determine/plan club activities. Know what profits you want and identify potential costs.
- Do not fundraise just to fundraise! All fundraisers must have a specific purpose and be spent on that.
- Large balances should not carryover – spend money on students unless a special project has been voted on.
- Complete the SAF-112 Fundraiser Approval Form in Eduphoria.
- Know what type of fundraiser you are hosting and use the required forms.
- Complete the SAF-114 Fundraiser Financial Report in Eduphoria within 5 days after end of fundraiser.
- Section 5 in the CAFPM references fundraising and the document requirements.
- Consult with your bookkeeper with any questions. Initial _____

Deposits:

- Make deposits daily!!!! Do not take money home. Do not lock in desk drawer.
- For events held over the weekend or during the holiday, make arrangements with your principal.
- Make sure you receive and maintain TEAMS receipts for money turned in for deposit. Initial _____

Records:

- Maintain a file/binder for your club by school year.
- Refer to pages 1-5, 1-12, 1-13, 1-14, and 1-15 in the CAFPM for documentation requirements. Initial _____

Purchases:

- Principal approval is required prior to making purchases.
- Complete and submit an SAF-104 Activity Funds Voucher and include support documents.
- All purchases are to be processed through TEAMS via a check request or purchase order! No cash payments!!!
- When planning field trips, be sure you have enough for fees, admissions, transportation, meals, etc.
- Section 4 in the CAFPM references payments from funds.
- Consult with your bookkeeper with any questions. Initial _____

Monitoring Club Activities:

- Review your report of account balances and transactions provided monthly by your bookkeeper.
- Students make decisions and vote on club activities. Document and keep on file. Initial _____

Parent Groups:

- District employees can work as volunteers in parent groups.
- District employees are not to hold officer positions or handle money for parent groups.
- Students can volunteer for parent groups but are not to handle the money (Service Projects). Initial _____

End of Year:

- Check out with your bookkeeper. Complete the SAF-120 End of the Year Sponsor Checkout List.
- Maintain files by school year. Turn in all files if you are not returning as sponsor.
- Clear any outstanding invoices. Verify that your vendors have been paid. Initial _____

BEAUMONT INDEPENDENT SCHOOL DISTRICT
CLUB AUTHORIZATION FORM

_____ Date New
_____ Existing Club

_____ Club Name _____ School

Club purpose as stated in the Club Constitution:

_____ Sponsor Name _____ Co-Sponsor Name

Principal Signature

Is there a Booster Club affiliated with your club? Yes No

Is there a Parent volunteer(s) affiliated with your club? Yes No

Collecting Dues: Yes No

If yes, identify what is included:

Club Officers' Names

_____ President _____ Vice Pres.

_____ Secretary _____ Treasurer

_____ Student Senate Representative

Members

_____ Member _____ Member

_____ Member _____ Member

_____ Member _____ Member

_____ Member _____ Member

Use additional sheet to add club members.

NOTE: This form is to be submitted to the Principal/SAD for approval and filed with the bookkeeper immediately after the club's first meeting. **No financial transactions will be processed unless this form is complete and on file with the bookkeeper and the Activity Fund Office.**